

## **Library Director – Martinsburg-Berkeley County Public Library**

**Description:** Berkeley County is located in the beautiful Eastern Panhandle of West Virginia between Maryland and northern Virginia. We are approximately 70 miles from Washington DC and Baltimore MD. This is a highly desirable place to live with good schools, health care, shopping and abundant outdoor recreational activities. The city of Martinsburg is the largest community in the county with a population of 26,000. The Martinsburg-Berkeley County Public Libraries (MBCPL) serve a county population of 110,000. The library system includes a Main Library in Martinsburg and three branch libraries located in Spring Mills, Hedgesville and at the Musselman High School in Inwood. The MBCPL provides administrative and technical support to five affiliate libraries in two adjacent counties and WVLC sub-hub support to nine counties. The budget is \$1.9 million with a staff of 34 plus volunteers.

**Responsibilities:** Leads the organization, collaboratively developing and implementing the Library's strategic vision and plan, and ensuring the fulfillment of the Library's mission and its future success. The Library's Director works with a high degree of independence and supports the governing volunteer Library Commission, fostering board development and problem solving while keeping the Board informed of internal conditions and external developments. The Library Director will be an articulate spokesman for the library and a supportive contributor and team player within the community fostering positive relationships with elected officials, funding agencies and organizations. The Director will also be a responsible steward of library funds, an active participant in fundraising and development, and the authority on all personnel and operational matters. As a service center, the MBCPL director must be able to demonstrate an ability to work with various local boards and to provide advice to those boards. The Director creates and promotes a culture that reflects the Library's values, encourages good performance, and rewards creativity, innovation and productivity.

### **Requirements:**

- Master's degree in Library Science from an ALA accredited institution.
- A minimum of five (5) years of progressively responsible public library experience.

- Three (3) or more years of proven budgetary and personnel management experience
- Excellent skills in supervision, organization, planning, and facility management
- Considerable knowledge in the of general administration and supervision, and extensive knowledge of the methods, policies, practices, and procedures of professional library work
- Knowledge and understanding of the latest technology trends and their increasing impact on library operations
- Excellent oral and written communication and interpersonal skills
- The ability to advocate for the library in a public setting

**Compensation:**

The hiring range for the position is \$65,000 - \$85,000 annually based on qualifications and experience and includes competitive employee benefits package.

A detailed job description is on the MBCPL website at [www.mbcpl.org](http://www.mbcpl.org) at the Careers link under About Us.

Interested candidates should submit a letter of interest, resume and names of three professional references for contact by September 9, 2016, to Sara Douglass at [sara.douglass@mbcpl.org](mailto:sara.douglass@mbcpl.org) Email inquiries are welcome at this address